

To Order NASA Business Cards:

1. FILL IN ONLY the style chosen for your business cards. ONE style per name.
2. PROOF ALL entries carefully!
3. PRINT this form and send to **Center Printing Office** for processing.

[Note substitutions in appropriate position (i.e., cell phone number or pager number instead of fax number) or indicate none to remove altogether.]
[Work (w), Cell (c), Fax (f), Pager (p), Home (h)]

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National Aeronautics and Space Administration John J. Doe Official Job Title Office or Division Kennedy Space Center Mail Code _____ Kennedy Space Center, Florida 32899 202-358-0000 (w) 202-358-0000 (c) 202-358-0000 (f) 202-358-0000 (h) john.doe@nasa.gov	 www.nasa.gov
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MAIL CODE

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MAIL STOP

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☐ LOGO AND ALL TEXT

QUANTITY:

☐ 500**APPROVAL***I have determined that*

_____,

*by virtue of his or her duties, interacts
with people or organizations external to
NASA and the use of business cards will
facilitate communications in the course
of such interaction.*

AUTHORIZED BY: _____

DATE: _____

SHIP CARDS TO:

NAME: _____

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ADDRESS 2: _____

CITY: _____

STATE: _____

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VERTICAL - ALL NASA CENTERS (EXCEPT HQ)

National Aeronautics and Space Administration



John Doe Smith
Official Job Title
Office or Division


Kennedy Space Center
Mail Code _____
Kennedy Space Center, Florida 32899

w | 202-358-0000
c | 202-358-0000
f | 410-678-0000
h | 410-123-0000
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MAIL CODE

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Official Job Title
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Mail Stop _____
Kennedy Space Center, Florida 32899

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